



STATE OF WISCONSIN
Department of Safety and Professional Services

Procedures for Multifamily Dwelling Manufacturers

Scope and Authority

Pursuant to s. 101.01(8m) and 101.71(6) WI Stats., Wisconsin has a uniform approval program for multifamily (three or more dwelling units per building) residential modular buildings. The program is administered by the Department of Safety and Professional Services - Industry Services Division. Non-residential manufactured buildings are not covered by this program and must comply with other Wisconsin code requirements for commercial buildings and possibly varying local requirements.

The program is intended to apply to modular “closed panel” structures, which would be difficult to inspect after leaving the plant. However, the program may also be used for open panel structures. After compliance with Wisconsin codes has been verified through plan review and inspection, a Wisconsin Insignia (label) may be affixed to the building. Modular buildings bearing the Wisconsin Insignia are deemed to comply with the applicable Wisconsin codes and are entitled to be installed anywhere in Wisconsin where the installation site complies with the other provisions of the code. On-site work is subject to approval and inspection by the department or its delegated agent.

Program authority and procedures are detailed in State Statutes Chapter 101, Subchapter III and Wisconsin Administrative Code SPS 361, Subchapter V.

Applicable Codes

The following codes are applicable to the construction of manufactured multifamily residential dwelling units in Wisconsin:

- SPS 361-365 WI Commercial Building Code
- SPS 361 Administration and Enforcement adopts the following ICC Codes
 - International Building Code (IBC) as modified by Wisconsin Administrative Code Chapter SPS 362
 - International Energy Conservation Code (IECC) as modified by Wisconsin Administrative Code Chapter SPS 363
 - International Mechanical Code (IMC) as modified by Wisconsin Administrative Code Chapter SPS 364
 - International Fuel Gas Code (IFGC) as modified by Wisconsin Administrative Code Chapter SPS 365
- Chapter 145 WI Stats. and SPS 381-387 Wisconsin Uniform Plumbing Code, (standards for all plumbing)
- SPS 305 Wisconsin Credentials Code, (requirements for obtaining Wisconsin certified inspector credentials)

- SPS 316 Wisconsin Electrical Code-Volume II, (adopts and includes Wisconsin modifications to the National Electric Code)
 - NFPA 70 National Electric Code

Codes are available on the Department of Safety and Professional Services website at <https://dsps.wi.gov> Official Code documents may be purchased by calling Wisconsin Document Sales at 1-800-362-7253.

General Program Requirements

The manufacturer is required to contract with an independent third party inspection/evaluation agency. The Inspection/evaluation agency must have personnel that hold appropriate Wisconsin certifications issued by this department for the work they are evaluating or inspecting. Separate certification credentials are issued for Commercial Building Inspector, Commercial Electrical inspector, and Commercial Plumbing inspector. The requirements for becoming a certified inspector are detailed in Chapter SPS 305.

The manufacturer, working with the inspection/evaluation agency, is required to create and implement a functional compliance assurance program. The enclosed "Compliance Assurance Manual Checklist" is intended to serve as a guide to the manufacturer and independent inspection/evaluation agency in preparing the compliance assurance program manual. Additional information is available in the "Model Documents for the Evaluation, Approval and Inspection of Manufactured Buildings". The inspection/evaluation agency is responsible for performing in-plant inspections and monitoring the manufacturer's compliance assurance program for effectiveness.

Plant audits to monitor the effectiveness of the compliance assurance program may be conducted periodically by this department for a fee to maintain the manufacturer's approval.

Inspections

In-plant Inspections: The manufacturer and the inspection agency must inspect each unit produced. The manufacturer is required to inspect all aspects of construction of every unit produced. The inspection/evaluation agency is required to inspect all aspects of construction (i.e. the entire production line) and must inspect each unit at least once while it is in production. An increased frequency of inspections by the inspection/evaluation agency is required at the start of construction until the manufacturer has a proven history of producing Wisconsin code compliant units. The frequency of inspection may also be required to be increased when determined necessary by the inspection/evaluation agency or this department. Inspections and required documentation must be performed in accordance with the approved compliance assurance manual.

On-Site inspections-On-site work is under the jurisdiction of the state building inspector or department delegated agent. Local permits and fees may be required.

Insignias

Approved manufacturers may purchase Wisconsin insignias from Document Sales for \$25.00 each. One insignia is required per dwelling unit, regardless of the number of sections. Authorization for purchasing insignias is granted with the conditional approval of the manufacturer's plan submittal which must include form 2020IS Wisconsin Manufactured Dwelling Program Application.

Other Requirements

For In-State manufacturers, all plumbing must be done under the supervision of a Wisconsin licensed Master Plumber by appropriately licensed personnel. Out-of-State manufacturers must obtain a Plumbing Product Approval for prefabricated plumbing systems from this department and

in-plant plumbing inspections must be performed by a WI Commercial Plumbing Inspector. A separate application submittal and fees are required. On-site plumbing must be installed by Wisconsin licensed plumbers. See the department's website for the Plumbing Standard or Product Review Application, form SBD-7966 at <https://dsps.wi.gov/Documents/Programs/Plumbing/SBD7966.pdf>.

The compliance assurance manual and the building system documentation are required to be kept current with actual practices and materials used in the construction by both the manufacturer and the inspection/evaluation agency. All revisions to the compliance assurance program must be approved by the inspection/evaluation agency. Revisions to the building system or variations from the approved building system must be approved by the inspection/evaluation agency and the department.

Submission Requirements

Documents required for the purpose of obtaining approval from this department are:

- Completed Wisconsin Multifamily Dwelling Manufacturer Application, form 2020IS. Wisconsin Inspector certifications held by inspection/evaluation agency personnel or plant personnel must be listed. Form 2020IS to be included with multi-family dwelling plans submitted for building review and conditional approval can be found on the department's website at <https://dsps.wi.gov/Programs/CommercialBuildings>
- Plans - Submit building, structural, mechanical, fire protection, electrical, and plumbing plans to this department for review and approval as indicated below. The plumbing program requires a product approval for the pre-fabricated plumbing system installed in the manufacturing facility and a separate plumbing plan review submittal for the on-site plumbing installation. The submittals shall consist of the plans, specifications, calculations and test reports describing the proposed construction in sufficient detail to permit the determination of code compliance. Plans must be submitted prior to the start of any construction.

Building and HVAC plan review submittals and fees, including Wisconsin Multifamily Dwelling Manufacturer Application, form 2020IS, shall be sent to:

*DSPS – Randy Dahmen
PO Box 7162
Madison, WI 53707*

Fire Protection plan review submittals and fees shall be sent to:

*DSPS – Tom Frechette
PO Box 7162
Madison, WI 53707*

Electrical plan review submittals and fees shall be sent to:

*DSPS – Tony Tadyak
141 NW Barstow 4th floor
Waukesha, WI 53188*

Plumbing product and plumbing plan review submittals and fees shall be sent to:

*DSPS – Bruce Meiners
3824 Creekside Ln
Holmen, WI 54636*

Compliance Assurance Manual Checklist

This checklist is intended to serve as a guide to the manufacturer and inspection/evaluation agency in preparing the Compliance Assurance Manual to participate in the Wisconsin Manufactured Dwelling Program. The titles and numbers listed below are from the National Institute of Standards and Technology "Model Documents for Evaluation, Approval and Inspection of Manufactured Buildings, July 1976 (as adopted SPS320.24). The following format is not mandatory, however, all of the information listed must be included in the manual. Following this format will ensure that the manual contains all required information.

General Requirements

- Name & Address of Inspection Agency
- Inspection Agency approval
- Properly indexed
- Plant name & location
- Forms- copies of all inspection forms, records, checklists, labels, stamps, etc.
- Description of building system
- Copy of agreement between manufacturer and inspection agency or signed statement that such an agreement is in force and includes a statement of no conflict of interest

Revision of Manual- Part V, Section 2 (A)(1)

- Procedure for revising manual
- Changes coordinated with and approved by Inspection Agency
- Submission to this department within 10 days
- Formal review of manual every 3 months

Organization Structure-Part V, Section 2(A)(2)

- Identify organizational elements responsible for compliance assurance (Organizational chart)
- Compliance assurance functions independent from production
- Statement of the responsibility and authority of C.A. personnel
- Inspection Agency / compliance assurance relationship

Training & Qualifications- Part V, Section 2(A)(2)(a)

- Identify person(s) responsible for directing the compliance assurance program
- Qualification & training requirements for compliance assurance personnel.
- Job description of C.A. personnel
- Resumes for C.A. personnel
- Training programs by manufacturer or inspection agency, if any

Uniform System of Audits- Part V, Section 2(A)(3)

- Audit criteria or checklist for manufacturer
- Audit criteria or checklist for Inspection Agency
- Submit audit findings to this department
- Frequency of audits

- Compliance Records- Part V, Section 2(A)(2)**
- Personnel responsible for keeping records

- Record of inspections performed
- Record of test results
- Data plate
- Minor modifications approvals
- Dates of production
- Complaint information

Control of Changes- Part V, Section 2(A)(5)

- Procedure for control of changes to building system or compliance documentation (i.e. checklists etc.)
- Personnel responsibility for informing personnel of changes

Control of Working Drawings- Part V, Section 2(A)(6)

- Use of working drawings
- Review for compliance
- Approved by Inspection Agency
- Procedure to modify plans
- Removal of obsolete plans
- Responsibility or method for communication of changes

Serial Number System- Part V, Section 2(A)(7)

- Number assignment
- When assigned
- Where located on unit

Control of Labels- Part V, Section 2(B)(8)

- Personnel who will have responsibility for release and control of labels
- Assigning labels to units
- Verification of records for unit
- Handling of damaged or misused labels

Control of Procurement- Part V, Section 2(B)(1)

- System of selecting materials
- Evidence of compliance (i.e. grade stamps, listings etc.)
- Review for compliance with approved building system

Receiving Inspection- Part V, Section 2(B)(2)

- Method of evaluating materials & supplies upon receipt
- Accept/ reject criteria

Protection of Materials- Part V, Section 2(B)(3)

- Protection from weather
- Protection from physical damage
- Protection from adverse conditions

Disposition of Rejected Materials- Part V, Section 2(B)(4)

- Method of identification and handling of rejected materials
- Procedure for repair or rework

Corrective Action- Part V, Section 2(C)(1)

- Identification of noncompliant items
- Method of correction of noncompliant items

- identify cause of noncompliance

Testing and Inspection Equipment- Part V, Section 2(C)(2)

- Test equipment used
- Test procedures
- Calibration and test of equipment

Frequency of Inspection- Part V, Section 2(C)(3)

- All aspects of construction of every unit inspected by in-plant inspector
- All aspects of construction inspected by Inspection Agency Every unit inspected at least once by Inspection Agency-
- Adjusting frequency of inspections by Inspection Agency
- Criteria for determining adjusting the frequency of inspections

Authority for Compliance Assurance- Part V, Section 2(C)(4)

- Authority of in-plant inspector
- Authority of Inspection Agency
- Provision to inspect all dwellings prior to defective and subsequent to last unit inspected by Inspection Agency

Production Flow Diagrams- Part V, Section 2(C)(5)

- Material flow chart
- Plant Layout
- Inspection and test done at each station
- Mandatory inspection locations
- Storage locations

Inspection Checklists- Part V, Section 2(C)(6)

- Includes all aspects of construction
- Use of checklist on production line
- Objective of checklist

Code Compliance Workmanship Standards- Part V, Section 2(C)(7)

- Use of manufacturer's instructions and listing requirements
- Reference to applicable Wisconsin codes.

Disposition of Noncompliant Construction- Part V, Section 2(C)(8)

- Method of identification of noncompliant item (red tag, etc)
- Removal of identification after correction
- Recording of noncompliance
- Checking of prior and subsequent units

Final Inspection and Certification Part V, Section 2(D)(1)

- Procedures for final inspection
- Proper unit identification and records
- Label control records
- Correct information check

Handling and Storage- Part V, Section 2(D)(2)

- Method of handling units
- Protection from elements in storage
- Inspection of stored units

Packing and Shipping- Part V, Section 2(D)(3)

- Protection against damage
- Pre-transit inspection

Transportation- Part V, Section 2(D)(4)

- Method of transportation
- Pre transit inspection

Installation Control- Part V, Section 2(D)(5)

- Information to be provided to local inspector
- Foundation and structure requirements described
- Utilities
- Testing

Field Repairs- Part V, Section 2(D)(6)

- Method of determining responsibility
- Correction of noncompliance when work is result of work by manufacturer
- Reporting of noncompliance relating to inadequate plant inspection
- Provision to inspect other units suspected of noncompliant items
- Withdrawal of labels from units not in compliance

Permission for Inspection- Part V, Section 2(D)(7)

- Signed and notarized permission for this department to audit records and inspect